

COST SAVING TIPS



- **THINK BOTTOM LINE** - Since waste removal cost is usually based on volume, the less waste you generate, the less you pay to have it removed.
- Coordinate the purchase of infrequently used items with other tenants in your building, business associates, friends, association/trade group members, etc.
- Buy in bulk, but buy only what you will use. Certain products have expiration dates; be sure to check for their shelf life.
- Ask your supplier/vendor if they will back-haul items that you purchase from them such as cardboard, polystyrene and packing peanuts
- Find different ways to reuse an item
- Recycle what you can't reuse or return, only as a final step

STORAGE SPACE TIPS

- Create vertical layers for storage
- Use closet, basement or unused corner space
- Purchase a can crusher to reduce space to store cans
- Ask employees to take cans for civic groups collections
- Sort trash and recyclables in separate containers inside; have someone remove to larger outside containers as necessary
- Store fluorescent bulbs in their original box in an upright position until they are recycled

MULTI-UNIT TIPS

- The building owner is responsible to provide adequate and separate containers for recyclable materials
- Consider consolidating recyclables collection among tenants; the same waste hauler would pick up the materials, thereby saving cost for both the building owner and the tenants
- Select an easily accessible common area for recyclables to be dropped off

WASTE REDUCTION TIPS



- Make two-sided copies
- Use two-way envelopes for billing
- Target specific audiences for direct mailings
- Process orders and invoices electronically
- Post announcements in central locations
- Use routing slips, e-mail & reusable envelopes
- Use stick-on fax transmission stickers
- Use reusable shipping boxes
- Reuse packing materials
- Maintain centralized filing system
- Use ceramic mugs instead of Styrofoam cups
- Buy products with less packaging; ask your vendors to reduce their packaging
- Reuse pallets & repair broken pallets
- Buy reusable or easily recyclable items
- To stop unwanted mail write to:
Mail Preference Service
Direct Mail Marketing Association
P.O. Box 9008
Farmingdale, NY 11735-9008

TIPS TO REDUCE ILLEGAL DUMPING

Some small business recycling containers in strip malls are convenient drop-off sites for unwanted garbage. These items are most likely to be dropped off in the late evening or on weekends.

Try the following steps to reduce the likelihood of illegal dumping:

- Post a sign stating “NO TRESPASSING” or one that cites the state statute against illegal dumping.
- Move your dumpster to a less visible site
- Surround your dumpster with shrubbery to disguise it
- Enclose dumpsters with locked fencing
- Equip your dumpsters with chained locks
- Surveillance by building owner, employees or video camera
- Ask local police to patrol dumpster site on their regular rounds



For further information contact:
Waukesha County
Recycling and Solid Waste Office
(262) 896-8300
www.waukeshacounty.gov

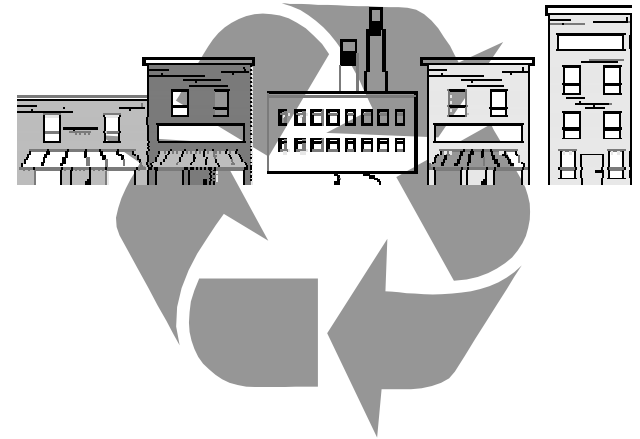


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SMALL BUSINESS RECYCLING



COOPERATIVE RECYCLING & WASTE REDUCTION